



March 26, 2020

Subject: Evaluation of work at your facilities given the Coronavirus (COVID 19) situation.

Thank you for all you do to support the National Oceanic and Atmospheric Administration (NOAA). The health and safety of all of those working on behalf of NOAA is our top priority. As the current COVID-19 events continue to unfold, a number of questions have arisen regarding the status of contracted services for NOAA performed at a contractor's facility. As such, NOAA requests that you evaluate the work at your facilities that you can perform safely and provide the following information relative to the work you cannot perform. Please provide this information to your contracting officer as soon as the information is known.

- Project Name
- Contract Number
- Facility name and location where work currently performed

In making this determination, you are strongly encouraged to allow employees to telework where appropriate and in accordance with your company policy. You should also keep mind the safety and health of your employees in making this determination.

If your employees are feeling sick with influenza-like symptoms (cough, fever, difficulty breathing), whether at home or while traveling, please have them contact their supervisor to discuss staying home for the duration of their symptoms and steps to take before returning to the office following CDC guidelines. Please engage with your employees as soon as possible to discuss options or any specific concerns they may have.

If your employees have traveled recently, please have them contact you prior to their return to discuss telework or leave options. Please advise your employees to contact you immediately if they have been in close contact with a person known to have COVID-19, or if they went through airport screening upon their return to the United States and were told to self-observe or self quarantine. If your employee experiences any symptoms while traveling, please have them report to the local public health department and you.

Actions that may result in increased contract costs due to this coronavirus situation should be minimized to the maximum extent practical. If you do consider such actions to be necessary, you are required to notify the NOAA contracting officer for your contract. If possible, this notification should be done before the additional costs are incurred and should include a breakdown of the estimated costs and detailed rationale for these costs.